



**US Army Corps  
of Engineers®**

W.P. Franklin Visitor Center  
1660 South Franklin Lock Road  
Alva, FL 33920  
(941) 694 – 2582 Tele  
(941) 694 – 2204 FAX

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# Water Safety Presenter

## Volunteer Description

# Water Safety Presenter

## INTRODUCTION

The U.S. Army Corps of Engineers (USACE), Jacksonville District, South Florida Operations Office (SFOO), would like to welcome you to the Corps Volunteer Program. As a volunteer, you will be performing the duties/responsibilities (listed below) of a Water Safety Presenter under the guidance of the Water Safety Coordinator and Volunteer Coordinator Park Ranger Robert Schnell. The program that you are volunteering for is a very worthwhile program. We want you to have fun with it. We also appreciate any input you may have towards improving the program. Please use your strengths in your presentations and have fun with the kids. We think that you will find it a very rewarding experience. Keep in mind that the schedule for the programs can change and we all need to be flexible. If there is a reason that you can not meet the times that you are scheduled for, we will do our best to accommodate you. Remember, have fun with the program and just be yourself. The Corps of Engineers greatly appreciates your volunteer efforts to further educate elementary students and the general public concerning water safety. Thank you for choosing to volunteer with the Corps of Engineers. Any questions, comments, and/or concerns about the volunteer position should be directed towards the Volunteer Coordinator at (941) 694-2582.

## QUALIFICATIONS

Anyone may apply to volunteer as a Water Safety Presenter with the SFOO by completing the attached SFOO volunteer application. The Water Safety Presenter Volunteer Position however, requires tact, courtesy and the ability to deal with the general public and young children. The position is established so that the USACE may educate elementary students and the general public about water safety.

## DUTIES/RESPONSIBILITIES

Training will be provided to all volunteers on the duties listed below. A program guide has been developed to assist volunteers in pre and actual water safety presentations. This guide is an extension of this volunteer description. Volunteers are required follow the direction provided by the guide in developing and presenting water safety programs.

The first arrival volunteers will be administrative assistants for the water safety program along with presenting water safety programs. These volunteers will act as the main liaison with the Water Safety Coordinator and other volunteers.

Responsibilities will be as follows:

- Contact schools to set up program appointments and fill out appropriate forms.
- Do call backs for schools that do not have set dates
- Fill in the calendar dates for the scheduled schools
- Perform filing and faxing of information
  - All Program Appointment & Evaluation Sheets must be faxed once a week to the Coordinator
- Help prepare hand out packets
- Assist the Coordinator in other administrative duties as needed

The main volunteer duties to be performed will be presenting Water Safety Programs to elementary schools. There may be times when programs may also be presented to the general public.

## DUTIES/RESPONSIBILITIES (continued)

A water safety program will be devised by the volunteer based on personal experience and creativity with the use of information and materials that have been provided by the Coordinator. Also, if possible, the volunteer will accompany another presenter to observe a presentation. Please be creative with your program! What you see is not necessarily the way you need to present. Your main concern is to get the point across of being safe around the water! **Your presentation should be ready for review by the coordinator within the first 2 weeks of arrival. Please be prepared to present in front of the Coordinator and possibly other volunteers.** The Coordinator will approve all programs before presenting to the students or general public.

The volunteer may wish to utilize, or may be required to operate audio visual equipment in the presentations of videos, slide shows, etc. and should have some knowledge in these areas.

**Program Aids** - items such as flip charts, PFD's, traffic cones, ropes, water toys, and other items will be available for your use. These items are the property of the US Army Corps of Engineers and are expected to be kept in a workable condition and returned at the end of your service with us. You will sign out for the items that you use and will be held financially responsible for all items in your care if they are not returned. At the end of your service all items will be accounted for. During your time of service, if an item is in need of repair, or has been misplaced, please report this to the Coordinator. Reported items will not be charged to you. If there are items that are not available to you please ask the Coordinator and they will check to see about getting them for you.

**Handouts** - there will be packets of information to be distributed to the teachers of the classes that you present to. These hand outs will help to reinforce the idea of water safety and will also involve the school a little more in helping to support our program. All volunteers will be responsible for keeping track of the number of packets on hand and will inform the Coordinator if supplies are running low. You may also do a question and answer session and give out prizes to students who answer the questions correctly. Unfortunately, there are not enough items to give out to each child that we see.

**Paperwork** - there will be a folder for each school that will contain the following items:

- Previous years information
- A map of the schools location
- A current Program Appointment Sheet (number of students presented to, see below)
- An Evaluation Sheet (to be given to the teacher, see below)

Each school visited must have a Program Appointment Sheet. The number of students will need to be filled in along with any comments on the back. There will also be an evaluation form for the teacher to fill out. This should be given to the teacher at the beginning of the program so they can comment while they are observing. The teacher may give this to you to bring back, or they may keep it and fax it back to us. Either way is acceptable. The Appointment and Evaluation sheets must be turned in to the first arrival each week so they can be faxed to the Water Safety Coordinator.

Maintain displays in a clean and operational manner. Report any deficiencies to the Volunteer Coordinator.

Update and maintain information on bulletin boards with water safety ideas. Bulletin boards are located within the W.P. Franklin North Campground and W.P. Franklin South Day Use Area.

Assist the ranger staff with fairs and various shows by providing the general public with information concerning the USACE.

DUTIES/RESPONSIBILITIES (continued):

Upon request by the Volunteer Coordinator provide interpretive programs within the W.P. Franklin North Campground and Lock Tours.

Be familiar with USACE rules and regulations (EP 1165-2-316).

Provide visitors with information concerning the Corps Recreation Areas. Answer information requests to the best of your knowledge. When in doubt refer the visitor to the ranger staff.

Report safety hazards and/or maintenance concerns to the ranger staff. Examples: report a stopped up commode, lack of supplies, broken night light, water leaks, missing or damaged signs, etc.

Report any compliance problems, vandalism, speeding, and similar disturbances to the ranger staff or local law enforcement officer.

Assist in emergency situations such as electrical black outs, weather alerts, life threatening emergencies, etc.

Report all personal injury accidents and/or incidents to the volunteer coordinator or ranger staff.

Wear the Volunteer Shirt and/or Volunteer Hat when dealing with the public and presenting programs to identify yourself as a U.S. Corps of Engineers Representative.

A little common sense goes a long way, so treat others as you would like to be treated.

Volunteer campsites will be maintained in a neat and respectable manor.

All recreation areas will be evacuated during a hurricane. All volunteer items should be mobile and ready to move in case of a hurricane.

Please do not engage in any physical or verbal confrontations with the public.

Volunteer hours need to be recorded on the Volunteer Service Record (ENG Form 4882-R) and submitted to the Volunteer Coordinator by the end of each month.

All incidental expenses should be recorded on the Claim for Reimbursement for Expenditures on Official Business and submitted to the Volunteer Coordinator for authorization by the end of each month with your Volunteer Service Record.

The Volunteer Coordinator may request additional duties to be performed contrary to the above listed duties/responsibilities at any time, for example: general maintenance items, limited physical labor, assisting within the visitor center and/or campground, assisting other rangers and/or lock tenders, etc.

## CAMPGROUND & DAY USE AREA RULES/REGULATIONS

All regulations contained within Title 36 pertain to the Day Use Area and will be enforced by the ranger staff. State and local laws will also be enforced by the local law enforcement agencies.

### Campground Fees

Ortona South Campground

## CAMPGROUND & DAY USE AREA RULES/REGULATIONS

October 01 – 30 April	\$16.00/night with water/electric hook-ups
May 01 – September 30	\$8.00/night with water/electric hook-ups
W.P. Franklin North Campground	\$16.00/night with water/electric hook-ups
St. Lucie Campground	\$16.00/night with water/electric hook-ups
Indian Prairie Campground	No Charge.
	\$35.00 Reservation Fee For Group Camping.

Golden Age/Access Passports are honored at the campgrounds for 50% discount.

#### Day Use Fees

Swim Fee	\$1.00 per person, \$3.00 maximum per vehicle Children 12 and under swim free
Boat Launch	\$2.00 per vehicle
Annual Pass	\$25.00, purchase at W.P. Franklin Visitor Center or Campground \$5.00 duplicate pass is available
Golden Age Passports	Individual must be 62 years or older Cost \$10.00, purchase at W.P. Franklin Visitor Center or Campground
Golden Access Passports	No charge with proof of disability. Available at the W.P. Franklin Visitor Center or Campground
Golden Passports provide 50% discount of recreation fees to the cardholder	
Pavilion Reservations \$35.00 per pavilion, reserve at the W.P. Franklin Visitor Center	

#### SUPERVISORY CONTROLS

There is no doubt that you will encounter rangers on a daily basis. These rangers may answer general questions that you may have concerning the recreation areas, rules and regulations, and the general area. Specific questions, comments, and/or concerns in reference to the water safety program should be directed to the Water Safety Coordinator. All questions, comments, or concerns about the volunteer program should be directed towards the Volunteer Coordinator. The Volunteer and Water Safety Coordinators are overseen by the Supervisory Park Ranger.

#### WORKING CONDITIONS

Water Safety Presenters will be required to volunteer 24 to 30 hours a week depending on elementary school appointments and other scheduled programs. The Corps of Engineers will provide a campsite with water, electric hook-ups, and access to a dump station at no charge to the volunteer. Volunteers will furnish their own transportation and camping equipment. The volunteer campsite will be identified as volunteer for the benefit of the public.

#### EMERGENCY INFORMATION

For all life-threatening emergencies please dial 9 – 1 – 1 to contact the local law enforcement agency, fire department, and ambulance. **PLEASE SPECIFY THE LOCATION OF THE EMERGENCY**

After contacting 9 – 1 – 1, please contact the ranger staff concerning the accident/incident.

EMERGENCY INFORMATION (continued)

The following information should only be used in an emergency and should not be provided to visitors.

Schedules:	Rob	Sun – Mon	Off	Office Phone Number (941) 694-2582
		Tues - Fri	7:00 A.M. – 3:30 P.M.	
		Sat	8:00 A.M. – 4:30 P.M.	

U.S. Army Corps of Engineers, Jacksonville District

W.P. Franklin Visitor Center	South Florida Operations Office
1660 South Franklin Lock Road	525 Ridgelawn Road
Alva, FL 33920	Clewiston, FL 33440
(941) 694 – 2582 Tele	(863) (941) 983 – 8101 Tele
(941) 694 – 2204 Fax	(863) (941) 983 – 8579 Fax

Ortona Campground	(863) 675 - 8400
Ortona Lock	(863) 675 - 0616
St. Lucie Campground	(561) 287 - 1382
St. Lucie Visitor Center	(561) 219 - 4575
St. Lucie Lock	(561) 287 - 2665
W.P. Franklin Campground	(941) 694 - 8770
W.P. Franklin Lock	(941) 694 - 5451

Florida Fish and Wildlife

Conservation Commission	1-800-342-5367
Florida Highway Patrol	1-800-701-3212, * FHP
Poison Information Center	1-800-282-3171
U.S. Coast Guard	1-800-368-5647
Hazardous Material Spills	1-800-424-8802
Sheriff – Lee County	(941) 477 – 1200